

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1507

TITLE: DIRECTOR, COMMUNICATIONS POLICY AND REGULATION DIVISION

GRADE: S-32

DEFINITION:

Under administrative supervision of the Director of the Department of Cable Communications and Consumer Protection, administers the County's program that provides policy and regulatory development and oversight of the communications industry by monitoring the industry's development and performance; enforces Federal, State, and local codes and regulations and applicable provisions of communications agreements and franchises; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not Applicable.

ILLUSTRATIVE DUTIES:

Plans and directs the activities of all Communications Policy and Regulation Division personnel; Studies emerging telecommunications technologies and evaluates the impact of these technologies on the County government, citizens, and businesses; Ascertains community needs and interests for current and future services such as video programming, voice and data communications, and interactive telecommunications; Manages the development of services identified in the Communications Act of 1934, as amended, that impact the County government, citizens, and businesses; Develops and proposes commercial telecommunications policy that encourages the most diverse and highest quality service offerings at the least cost to citizens and businesses within the County, while creating and maintaining a level playing field among competing service providers, as mandated by the Virginia Code; Enforces and interprets Federal, Virginia, and County codes applicable to all aspects of commercial telecommunications operations; Reviews detailed construction plans and oversees the inspection of communications system construction to ensure that it is timely and in compliance with Federal, Virginia and County codes and regulations; Monitors the technical quality and performance of communications systems and determines the need for independent system tests; Reviews financial records and reports of County communications operators to ensure the accuracy of payments and obligations to the County; Reviews, analyzes and proposes changes in the mix, level or quality of communication services requested by an operator; Monitors and reviews communications operators records, reports, and performance to ensure compliance with the terms of its agreement or franchise and County, Virginia and Federal codes and regulations; Reviews proposed Federal and State telecommunications legislation and recommends amendments and prepares comments if necessary;

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Proposes, drafts, and reviews amendments to the County Code, agreements, or franchises;
Supervises the investigation and resolution of subscriber and citizen complaints related to communications regulatory and technical issues;
Coordinates with County agencies, other institutions in the County, the communications operator and consultants to provide for full utilization of the institutional network;
Supervises the preparation of, and administers the division's operating budget;
Provides information, reports, presentations and other support to citizen groups and advisory boards involved with telecommunications;
Coordinates with other systems, cable operators and governmental units to effect the interconnection of communications systems between Fairfax County and other Washington Metropolitan areas;
Conducts telecommunications-related studies and prepares special reports;
Testifies before County officials and legislative, technical and regulatory groups;
Makes presentations to community groups.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles, methods and problems of telecommunications management;
Knowledge of legislative drafting and governmental processes;
Knowledge of telecommunications system design and operations, construction, and technology;
Ability to perform sophisticated analysis and to prepare clear, concise reports;
Ability to maintain effective relationships with cable company managers, the public, County officials and County, State and Federal agencies;
Ability to supervise and coordinate the work of subordinate personnel.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in Business or Public Administration, Engineering, Communications or a related field; PLUS
Five years of progressively responsible professional experience in the administration of a cable television program, of which two must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: July 19, 2002
ESTABLISHED: June 12, 1989